



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



AUG 27 2013

Department of the Interior Acquisition Policy Release (DIAPR) 2013-07

Subject: System for Award Management (SAM) Waiver Process - Contracts

References: Federal Acquisition Regulation (FAR) Subpart 4.11 – System for Award Management (SAM)

1. **Purpose:** This DIAPR establishes a streamlined System for Award Management (SAM) waiver process. Each waiver approved at the Bureau Procurement Chief (BPC) level will serve as validation that an acquisition meets one of the SAM exceptions as defined by FAR 4.1102.

This DIAPR supersedes and replaces DIAPR 2012-07, Central Contractor Registration (CCR) Waiver Process.

2. **Effective Date:** October 1, 2013.

3. **Expiration Date:** No expiration unless cancelled or superseded.

4. **Background and Explanation:** FAR Subpart 4.1102 requires all prospective contractors to be registered in SAM prior to award of a contract or agreement, except for:

(1) Purchases under the micro-purchase threshold that use a Governmentwide commercial purchase card as both the purchasing and payment mechanism, as opposed to using the purchase card for payment only;

(2) Classified contracts (see FAR 2.101) when registration in the SAM database, or use of SAM data, could compromise the safeguarding of classified information or national security;

(3) Contracts awarded by—

(i) Deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7);

(ii) Contracting officers located outside the United States and its outlying areas, as defined in 2.101, for work to be performed in support of diplomatic or developmental operations, including those performed in support of foreign assistance programs overseas, in an area that has been designated by the Department of State as a danger pay post (see http://aoprals.state.gov/Web920/danger_pay_all.asp); or

(iii) Contracting officers in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies, *e.g.*, Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121);

- (4) Contracts with individuals for performance outside the United States and its outlying areas;
- (5) Contracts to support unusual or compelling needs (see FAR 6.302-2);
- (6) Contract actions at or below \$25,000 awarded to foreign vendors for work performed outside the United States, if it is impractical to obtain System for Award Management registration; and
- (7) Micro-purchases that do not use the electronic funds transfer (EFT) method for payment and are not required to be reported (see FAR Subpart 4.6).

5. **Action Required:** All Department of the Interior (DOI) acquisitions (i.e., purchase orders, delivery/task orders, blanket purchase or ordering agreements/calls, contracts) awarded to an organization that is not registered in SAM require approval of the SAM waiver by the BPC. The BPC waiver approval authority may not be delegated. The BPC must review each waiver request and only grant approval if the exception cited by the requestor is appropriate to the acquisition. Waiver approval may be granted electronically by the BPC, such as via email, but the contracting officer must document the acquisition file with the approved SAM waiver, showing SAM approval and the exception used. A System for Award Management Waiver Exception Request Form is attached.

For Financial and Business Management System (FBMS) issued awards for which a waiver from the EFT method of payment and the Invoice Processing Platform (IPP) electronic invoicing requirement is needed in addition to the SAM waiver, such as awards supporting emergency operations or those issued to foreign vendors, the Contracting Officer should attach the approved SAM waiver to the FBMS Help Desk Ticket submitted for processing of the EFT/IPP waiver, along with a completed DOI EFT/IPP Waiver Request Form.

Please disseminate this guidance within your bureau. It will also be available on the web at <http://www.doi.gov/pam>.

Questions about this policy may be directed to Brigitte Meffert, Office of Acquisition and Property Management, at (202) 513-0699 or by email at Brigitte_Meffert@ios.doi.gov. You may also contact Karla McGovern, at (703)-793-5548 or Karla_McGovern@ios.doi.gov regarding any FBMS related questions.



Debra E. Sonderman, Director
Office of Acquisition and Property Management

Attachment

SYSTEM FOR AWARD MANAGEMENT (SAM) WAIVER EXCEPTION REQUEST FORM

I. A waiver of registration in the SAM database (SAM.gov) is requested based on the following Federal Acquisition Regulation (FAR) exceptions applicable to the Department of the Interior:

- Condition 1 ☐ FAR 4.1102(a)(2) Classified contracts (see 2.101) when registration in the SAM database, or use of SAM data, could compromise the safeguarding of classified information or national security;
- Condition 2 ☐ FAR 4.1102(a)(3) Contracts awarded by (circle applicable exception):
- (iii) Contracting officers in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies, *e.g.*, Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121).
- Condition 3 ☐ FAR 4.1102(a)(4) Contracts with individuals for performance outside the United States and its outlying areas;
- Condition 4* ☐ FAR 4.1102(a)(5) Contracts to support unusual or compelling needs (see 6.302-2);
- Condition 5 ☐ FAR 4.1102(a)(6) Contract actions at or below \$25,000 awarded to foreign vendors for work performed outside the United States, if it is impractical to obtain System for Award Management registration; and
- Condition 6 ☐ FAR 4.1102(a)(7) Micro-purchases that do not use electronic funds transfer (EFT) method for payment and are not required to be reported (see Subpart 4.6).

* FAR 4.1103(b)(3) If the contract action is being awarded pursuant to 6.302-2, the contractor must be registered in the System for Award Management within 30 days after contract award, or at least three days prior to submission of the first invoice, whichever occurs first.

II. Vendor Information:

Name:

DUNS:

VENDOR NUMBER:

III. Bureau Procurement Chief Approval/Disapproval:

☐ *Approved*

☐ *Disapproved*

Rejection Explanation:

Bureau/BPC Signature/Date: